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Approved For Release 2004/12/22 : CIA-RDP81M00980R001400020005-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Framing

FROM:

EXTENSION

NO.

DATE

Administrative Officer, DCI

1 November 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Legislative Counsel

2.

3.

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Please let me know by 15 November if you wish to nominate one or more senior officers to attend this workshop (our workshop is 20-22 March 1979).

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78-3344
78-6606
OLC #78-3315

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to DCI for National Intelligence
Executive Secretary, Office of the DCI

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Proposed Supergrade Factor Evaluation System []

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25X1 1. [] In recent years, the need has been accentuated for a more objective and systematic method of determining whether Agency managerial, first-line supervisory and nonmanagerial positions justify supergrade allocations. In recognition of this need, the Office of Personnel has, over the past two years of research and testing, developed criteria and methodology which have culminated in a proposed Supergrade Factor Evaluation System for the Agency. We envision that the application of this system will achieve internal grade equity among supergrade positions, provide an effective management tool for making projections of senior level position requirements and promote better understanding by senior Agency managers of the supergrade position evaluation process.

25X1 2. [] The proposed Supergrade Factor Evaluation System has undergone several iterations of testing and refinement within the Office of Personnel and has now reached the stage where testing outside this Office is necessary to determine further its validity and reliability. We feel that this need can best be served by obtaining an assessment of the system from senior Agency managers. Accordingly, the Office of Personnel proposes to conduct a three day workshop for each of the Directorates and the Office of the Director at the [] facility, []

25X1 These workshops will be conducted by representatives of the Position Management and Compensation Division and are tentatively scheduled for the following inclusive dates: 16-18 January (NFAC); 6-8 February (DDS&T); 20-22 February (DDO); 6-8 March (DDA); and 20-22 March (Office of the Director including the Resources Management Staff and the Collection Tasking Staff). Workshop participants will receive briefings on the system and have an opportunity to study the evaluative materials in advance of the workshops. During the workshops,

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participants will apply the prescribed criteria and methodology in evaluating position descriptions of several current or proposed supergrade positions identified with the directorates or independent offices which they represent. The participants will also critique the position evaluations and the system by comparison with the findings of fellow workshop participants, the rationale for the official allocations and by completing written questionnaires. Senior position management officers will be present to provide advice and assistance to the participants during the workshop exercises.

25X1 3. [] Our experience from previous workshops indicates that six participants would comprise a manageable and productive group. Therefore, each addressee is requested to select six senior officials from his organization. The names of the selected individuals plus one or two alternates should be submitted in writing to me no later than 1 December 1978. I suggest that the participants have had experience in the management of supergrade positions at the Office or equivalent level and possess a broad knowledge of the directorate or independent office which they represent. It should be emphasized that the ultimate purpose of this project is to provide the Agency with a more systematic and objective method of classifying supergrade positions. No official position structures will be changed in any way by the results of the workshop exercises.

25X1 4. [] Your cooperation and support in this vitally important endeavor will be greatly appreciated. Please contact me or the Chief, Position Management and Compensation Division directly on [] if you desire further information or discussion on this matter.

[]
F. W. M. Gannley

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